

DEPARTMENT OF ADMINISTRATION  
DIRECTOR'S OFFICE



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**Standards of Conduct Within Capitol Complex Facilities**  
**DOA/GSD Policy #1-2005**

By law the Department of Administration is responsible for the security and maintenance of the Capitol Complex facilities. (Section 2-17-811, MCA). The following standards of conduct incorporate state and local laws and policies and apply to all employees, contractors, and visitors. Abuse of this policy can result in disciplinary action up to and including termination and/or expulsion or arrest.

1. **Weapons.** Persons may not carry a weapon in Capitol Complex buildings or on the grounds, except for uniformed law enforcement officers or persons holding valid concealed weapon permits. Those persons with concealed weapon permits must disclose the weapon to Capitol Security each time they enter a state building on the Capitol Complex.
2. **Non-smoking facilities.** Smoking is not allowed in state buildings.
3. **Pets/Animals in the Workplace.** Except for animals being used to assist disabled persons, no personal pets or animals may be permitted in the Capitol Complex facilities unless authorized by the General Services Division.
4. **Inappropriate Behavior.** Abusive, threatening, or disorderly behavior is prohibited.
5. **Solicitation of Business.** Uninvited individuals or companies interested in soliciting business on the Capitol Complex must first obtain a permit from the General Services Division. Solicitation may only take place under conditions specified in the permit.
6. **Use of Capitol Complex Grounds.** Groups interested in using the Capitol Complex grounds for any activity must first obtain a permit from the General Services Division.
7. **Camping.** Camping on the Capitol Complex grounds is prohibited.

For more information, contact the General Services Division at 444-3060.

  
Janet Kelly, Director

12/1/05  
Date